

English for New Bostonians

A Public-Private Partnership

Initiated by Mayor's Office of New Bostonians

REQUEST FOR PROPOSALS: Building and Increasing program capacity

One Original and Four Copies are due Friday, May 5th, 2006, 5:00 P.M. at BALF



Mural by Boston Youth Fund Mural Crew - 1996 – *Saturday Afternoon in Jamaica Plain*

With generous funding by:

◆ Anonymous “ The Boston Foundation “ Carl and Frank Adams Memorial Fund “ The Hyams Foundation “ Citizens Bank “ City of Boston Neighborhood Jobs Trust “ The Mabel Louise Riley Foundation “ John Hancock Financial Services “ Liberty Mutual Foundation “ NSTAR Electric and Gas “ State Street Foundation “ Sovereign Bank “ Staples Foundation for Learning “ UNICCO Service Company “ Verizon

City of Boston



Thomas M. Menino, Mayor

Staffed by:

**Boston Adult
Literacy Fund**

English for New Bostonians, c/o Boston Adult Literacy Fund, One Milk Street, Boston, MA 02109 Phone: 617. 482.3336 Fax: 617. 482. 2554. Email: www.balf.net Contact: Kerline Tofuri

Table of Contents

Request for Proposals for Emerging Programs: Building and Increasing program capacity for ESOL Services
2006-2008

- I. Introduction
- II. History and Context of the ENB Grants Program
- III. Description of ENB Grants
- IV. Funding and Program Eligibility
- V. Preparation of Proposal
- VI. Applications Guidelines
- VII. Budget
- VIII. Application Timeline
- IX. Evaluation of Proposal
- X. Documentation and Reporting of Learner Progress

Required Forms

Budget and Narrative Forms
Program Information Sheet
Program Diversity Form

Other Required attachments:

Lesson plan or copy of ESOL curriculum
Resumes and job descriptions for each position proposed for funding

ENB Emerging Draft RFP

I. Introduction

The English for New Bostonians (ENB) Initiative, a public-private partnership of the Mayor's Office of New Bostonians, private funders, and community leaders is requesting proposals from Boston non-profit organizations to increase their capacity to offer English to Speakers of other Languages (ESOL) services. Boston non-profit organizations with little or no prior experience operating ESOL programs may apply for these funds. The central goal of the ENB grant program supported by this Request for Proposals (RFP) is to build and expand the capacity of non-profit organizations in Boston to offer effective and expanded ESOL services.

II. History and Context of the ENB Grants Program

English for New Bostonians is one of the products of a far-reaching effort by the Mayor's Office of New Bostonians (ONB) to identify and respond to the most pressing needs of Boston's immigrant communities. In 2001, the ONB, under the leadership of Director Reverend Cheng Imm Tan, worked with the City of Boston's Office of Jobs and Community Services (JCS), the Boston Adult Literacy Fund, and several Boston foundations and corporations to raise the money and supply the vision and structure to make English for New Bostonians a reality. ENB was funded during its first cycle by contributions from the City of Boston and grants from the Boston Foundation, Bank of America Charitable Trusts, the Hyams Foundation, Citizens Bank, Verizon and other anonymous funders.

City representatives, representatives of the foundations, and community representatives from the major linguistic groups of Boston's newcomers comprise the Oversight Committee that governs the project. The Boston Adult Literacy Fund and the city's Office of Jobs and Community Services, both of which have extensive experience in funding, managing and providing technical assistance to ESOL programs, staff the project.

During its first four years, ENB had a significant impact on the ESOL system in Boston. By June 2005, ENB had distributed a cumulative total of approximately \$2.5 million to ESOL providers. Through its competitive grant competitions, 32 grants were awarded to increase the level of high quality services offered to Boston residents by established ESOL organizations. During the first cycle of ENB from 2001 through 2005, over 700 New Bostonians annually had the opportunity to increase their English proficiency through ENB classes. ENB has also improved the ESOL system by creating a Boston web-based ESOL directory and providing capacity building assistance to community-based ESOL providers.

Despite ENB's success, the growing demand for classes called for the continuation of ENB. A second cycle of funding and advocacy was launched in July of 2005. The City of Boston, through the Office of New Bostonians, and from the Boston Foundation, Bank of America Charitable Trusts, the Hyams Foundation, Citizens Bank, Verizon and other anonymous funders which funded ENB have committed to another three years of English for New Bostonians. Other funders include The Mabel Louise Riley Foundation, John Hancock Financial Services, Liberty Mutual Foundation, State Street Corporation, Sovereign Bank, NSTAR Electric and Gas, Staples Foundation for Learning, The Highland Street Connection, Comcast, Clear

Channel Outdoor, The Boston Globe and UNICCO Service Company. The Boston Adult Literacy Fund (BALF) administers and is a partner in the project. Kerline Tofuri is the primary staff person for the project. In addition, Joanne Arnaud, Executive Director of the Boston Adult Literacy Fund and ENB Program Committee play an important role in development of RFP's, review of proposals and evaluation of programs.

The Massachusetts Immigrant and Refugee Coalition (MIRA) is also a partner of English for New Bostonians. Claudia Green recently started in her position as Project Director of ENB working to raise public awareness of the need for ESOL as well as to increase financial resources invested in meeting the demand for ESOL services.

This RFP will fund organizations with limited or no experience in providing ESOL services so that they can build their capacity to serve the linguistic needs of new Bostonians. This RFP complements prior and future RFP's that focus on increasing the availability of ESOL services and the provision of English instruction through a multi-media approach.

III. Description of this ENB Grants Program

1. Principles and Goals of the ENB Grants Program

English for New Bostonians was formed to help new Bostonians attain an English competency that will allow them to reach their goals as parents, workers, and members of the community

English for New Bostonian is committed to using our assets to strengthening the ability of neighborhood groups to offer ESOL and to building communities in ESOL classrooms. Although we are providing technical assistance and grants to community-based non-profit organizations primarily to increase their ability to offer effective ESOL instruction and expanded ESOL services, we also believe these groups will use their enhanced knowledge, capacity, and experience to help their constituents accomplish additional goals.

Since we are committed to opening access to English acquisition in a way that builds the capacity of communities within the classroom and hones individual leadership development, we welcome applications from a broad spectrum of community groups. We plan to fund ESOL projects in a wide range of program settings.

2. Program Eligibility

This RFP is designed for groups that meet the following requirements.

The applicant program:

- a. Wants to acquire assistance in developing its organizational capacity to provide ESOL
- b. Has limited or no experience in providing ESOL
- c. Does not receive ESOL funding from the MA Department of Education or City of Boston

- d. Is tax exempt under 501(c)3 of the Internal Revenue Code or is applying for that status under the IRS Code, or has a partner in this proposal with such status
- e. Is located in Boston
- f. Guarantees that at least 75% of the learners who would be served with its ENB grant will be Boston residents
- g. Serves low-income adults
- h. Offers free or low-cost classes
- i. Has a governing body.
- j. Has the capacity to keep records and report on learner educational progress and success
- k. Keeps financial records according to standard accounting practices.

3. Proposal Guidelines

a. Grant Size

The maximum grant size is \$15,000 per year. It is expected that 6 grants will be awarded. Grants will be from July 1st, 2006 through June 30, 2008.

b. Possible Uses for Funding

The Proposed program must be for direct teaching and can also be used for one or more of the following activities:

- Planning
- Development of a pilot class
- Curriculum development
- Staff development

IV. Funding and Program Eligibility

Programs that received ENB funding during the past 3 or 4 years should elaborate on specifics of what they have been able to accomplish as a result of ENB funding.

Programs previously funded should focus on maintaining the capacity to serve ESOL learners as well as issues of program quality.

Programs that have not received ENB funding should focus on developing organizational capacity to provide and strengthen quality of services.

In some cases, site-visits and/or interviews may be used to deepen our knowledge of a program and its proposed services. Funding decisions, therefore, may be based on a combination of a written proposal and a site visit and/or interview.

Examples of Programs That May Apply

This list is meant to help programs decide if applying for this RFP is possible and makes sense for their particular program. It is not meant to be the total list of possibilities.

1. Programs that have provided ESOL but do not have paid teaching staff.
2. Programs that have provided ABE courses but have not provided ESOL.
3. Programs that have provided ESOL but have not been able to secure state or city funding for their programs.

4. Programs that have had paid teachers providing ESOL but lack coordination or curriculum development.
5. Programs with all or heavily volunteer administrative staff.
6. Programs that have offered classes or services such as Family Literacy, Citizenship, Health or other curricula that have had ESOL as components and now want to start classes with ESOL and language acquisition as the primary goal
7. Programs that have sporadically provided ESOL over the years but have not been able to offer classes continuously.
8. Programs that have been offering ESOL tutorial services and now want to develop classroom-based instruction.

We would not consider the following programs to be eligible for this funding:

1. Programs that are already receiving ESOL funding, education funding from the Commonwealth, the City (not including ENB), or federal government.
2. Programs with ESOL program budgets of more than \$100,000.
3. Programs without a Boston site for their classes.
4. Proprietary schools and community colleges

V. Preparation of Proposal

Prepare a proposal of **no more than 8 pages single spaced** responding to the following points: **We strongly suggest you follow the outline provided as a guide to writing your proposal.**

Five copies of the proposal, with all attachments, are required. The proposal narrative should include the response to Needs Assessment, Organizational Description and Value Added Plan. The eight (8) pages single spaced length is exclusive of the required attachments, Forms and Budget Narrative. ENB will not consider proposals with narratives over eight pages single spaced. Multi-site agencies may submit only one request.

The required attachments are:

1. Budget narrative (Guidelines provided).
2. Program Information Sheet (form provided)
3. Program Diversity form (form provided)
4. Attachments (attached job descriptions for each position proposed for funding and resumes for positions which are filled)

Unsolicited attachments may be submitted but will not be made available to all readers.

VI. Application Guidelines (Total Points: 100)

Programs that have previously applied for ENB grants should answer all the questions but have the option to use sections of their past proposals where they feel it is appropriate.

Needs Assessment (15 points)

- How did you determine the need? Whom did you talk to and what sources of information did you use?

- Describe the specific population for your services (ethnicity, English level, economic and cultural characteristics).
- Describe the neighborhoods your program serves or intends to serve.
- Describe how and why the specific identified population is underserved.
 - Is the neighborhood underserved in terms of the number of ESOL providers?
 - Is the particular language or ethnic group underserved?

Organizational Mission and Capacity (25 points)

- Describe briefly your overall organization's general mission, size of staff, history of services, population served, kinds of programs, total budget, and sources of funding.
- Describe how ESOL services now advance or will advance your mission.

If your program has some experience providing ESOL

- Describe your experience providing ESOL services.
- If previously funded by ENB, describe the services provided and how the ENB funding will help improve the capacity of your program. If any, describe area(s) of your program that can be further developed.

If your program has no ESOL experience

- Describe any related experience providing services to the population you plan to serve i.e. type work of services, occupational skills training or other relevant work.
- Describe the impact of those services in your community.

Added Value Plan (50 points)

Make your best case for how ENB funding would build or continue to build the capacity of your organization. Specifically:

- What is your plan for using this money?
- How will this plan meet the ESOL needs you have discussed?
- How will you evaluate the effectiveness of your effort?
- What would be the short-term impact of your ability to provide classes to the ESOL students that you have targeted?
- What would be the long-term impact of your ability to provide classes to the ESOL students that you have targeted?

Answer these questions IF applicable to your program:

- Who would teach the class? If you offer ESOL services using volunteers, discuss your plans to hire at least one paid staff member with this funding.
- What kinds of methods and materials do you envision using?
- How would students be involved in shaping and evaluating their learning?
- What would be the main learner achievements you would hope to facilitate?

VII. Budget (10 Points):

Please be sure that your budget narrative is well detailed; all costs should be adequately explained and the cost allocations support your proposal.

VIII. Application Timeline

: Request for Proposals will be available on line and on **Monday, March 27th, 2006** at the Grant Seekers' Forum in the Third Floor Conference Room at International Institute, One Milk St. from 3:30-4:30 on

: **Friday, May 5th 2006** Proposals must be received by 5:00 P.M. by the Boston Adult Literacy Fund. You may mail them or deliver them to the BALF office, at One Milk Street, 3rd Floor, Boston, MA 02109. No proposals or attachments will be accepted beyond this time.

: **June 2006** Grant awards will be announced.

: **July 1st, 2006** is the earliest possible start-up date for all projects. Programs may propose a later start-up date but not beyond September 2006.

If you are unsure whether this RFP would fit the needs of your program or if you have questions about the RFP you may call Kerline Tofuri at 617.482.3336.

IX. Evaluation of Proposal

Programs will be read by ENB staff and readers from the Oversight Committee. Each proposal will be evaluated based on these criteria:

Statement of Need: Clarity and compelling nature of needs assessment; priority will be given to proposals that work with underserved populations

Organizational description: Clarity and adequate description of resources and commitment that the agency is bringing to make this proposal work

Value-added plan:

- Ability of proposed plans to expand and build the capacity of the organization.
- Enhancement of short-term capacity to provide ESOL to proposed population.
- Enhancement of long term capacity to provide ESOL to proposed population.
- Development of quality of ESOL services matched to the needs of proposed population.

X. Documentation and Reporting of Learner Progress**If an ESOL class will be funded by your proposal, the overall performance criteria for adult literacy programs applying for this grant are:**

- documented learner progress toward achieving their goals;

And

- documented learner progress in cognitive and affective areas of learning.

Learners' Goals

We encourage teachers to use the classroom as a place for students to define goals together as a learning community. Each learner would be expected to work with staff to develop her/his individualized set of educational goals in the form of an Individual Learning Plan. Individual Learning Plans should contain individual as well as common class learning goals. Since our focus is on learners' *progress* toward their goals, there is no advantage in restricting learners to narrow, "reachable" goals that can be checked off as "done."

Learners' Skills

As we evaluate program performance, we will look for improvement in learners' English literacy, and oral communication skills. These cognitive gains should accompany a growth in self-efficacy, or affective gains. Effective literacy programs enhance learners' confidence that they can master educational challenges and fulfill their commitments.

Site Visits and Reporting Requirements for Funded Programs

In its selection process and during site visits, the ENB will evaluate the entire program. We will observe at least one class during site visits, and we expect to make at least one visit during the grant period. Information relating to progress toward the predetermined goals for organizational development will be requested during these visits. Confidentiality requests will be respected.

- The reporting requirements include a final report, due 30 days after the end of the grant year. Shorter additional quantitative data will be required on a quarterly basis. Forms for both reports will be mailed to grant recipients.

Documentation of Program and Learner Progress

- Programs receiving grants to offer an ESOL class will need to collect information on individual and aggregate learner demographic characteristics and progress, as well as daily attendance and retention rates.
- In managing their finances, programs are expected to follow standard accounting practices.
- Programs are expected to keep records that document the way they meet or are moving toward their goals.

ENB PROGRAM INFORMATION

Program:

Contact Person:

Address:

Telephone:

Fax:

Email:

Dates of Cycles:

ALL ADULT LITERACY and/or Language CLASSES OFFERED BY PROGRAM

ESOL	Levels	Current # of slots	ENB Proposed # of slots	Fee for Service	Days & Times of classes
ABE					
GED					
EDP					
Other Classes					

*Reminder: If you offer fewer than five hours of instruction a week, less than 12 weeks or if you provide fewer than three levels of instruction, please provide an explanation.

SUPPORT SERVICES AVAILABLE

Counseling:	Vocational	Family	Substance abuse	Personal
Advocacy and referrals:				
Workshops:				
Child care:				
Transportation:				
Support Groups:				
Other:				

ENB BUDGET NARRATIVE

Please provide a budget narrative for all planned expenditures in any category in each sections of the budget
The following questions can be used as a guideline for preparing the narrative.

1. Staff Salaries- For every position listed under the staff salaries section, please attach a job description, a resume, a brief description of their role in this project.
2. Fringe Benefits- Please provide an explanation of how the fringe rate was derived, i.e. what percentage is paid for Health Insurance, FICA, etc.
3. Operational/personel Costs- Please explain how the planned costs in each of these categories were determined:

PROGRAM OPERATIONS/EXPENSES

Program Supplies: What will be purchased, total estimated cost, unit price and quantity?
How does it relate to the program?
Printing: What will be printed? How many and for what cost?
Postage: What and how many will be mailed at what cost?
Dues/Pubs/Subs: What is being purchased at what cost?
Advertisements: How many at what cost, for what purpose?
Telephone: How has the telephone cost been determined, i.e., # of lines, percentage of time, etc.?

TRAVEL

Local Travel: How many trips, at what cost/trip, and the destinations? Number of MBTA passes?
Other Travel: Reason for trips, destination, how many trips, and at what cost per trip?

EQUIPMENT

Equipment Purchase: What is being purchased at what estimated cost? How has this cost been estimated?

OCCUPANCY COSTS

Rent: How was the rent cost determined, i.e., square footage, proportionate to the amount of space occupied by program, etc.?
to the amount of space used by the program, etc.?
Maintenance: How was the maintenance cost determined, i.e., square footage, proportionate to the amount of space used by the program, etc.?
Other: What? How has the cost been determined?

OTHER COSTS

Other: What, at what cost

English for New Bostonians Program Budget Form					
Program:					
Address:					
Contact Person:			Title:		
Telephone:		Fax:		Email:	
Annual Organization budget:		Amount requested:		From: To:	
Staff	Position Title	Hourly rate	% Charged to ENB	% to other source	Total Salary
Total Staff Salaries					\$

Program Fringe Benefits

Total salaries:	X fringe Rate: %	= \$
-----------------	------------------	------

Program Operational Costs

Expense Classification	Amount	Expense Classification	Amount
Program Expenses		Occupancy Costs	
Program supplies		Rent	
Postage		Utilities	
Printing		Maintenance	
Books/publications		Other:	
Advertisements		Furnishing & Equipment	
training/workshops		Equip. purchase	
Telephone		Equip. Rental	
Other:		Equip. Supplies & Repair	
Travel Expenses		Other Costs	
Local Travel		Insurance	
Other Travel		Audit Fees	
		Needs Based Payments	
		Miscellaneous	
		utilities	
		Indirect Costs Rate (8% max)	
Total Operational Costs			
Grand Total (staff salaries+Fringe Benefits+Operational Costs)			
English for New Bostonians Fiscal Year 2006-2007 and/or FY 2007-2008			

English for New Bostonians											
Program Diversity											
Organization:											
Submitted By:											
Date:											
	African-American		Asian		Latino		White		*Other*		Total
	Female Male	Female Male	Female Male	Female Male	Female Male	Female Male	Female Male	Female Male	Female Male	Female Male	Female Male
Board											
Program Staff											
Administrators											
Support Staff											
Volunteers											
Adult Learners											
TOTAL											
Other Please specify population groups:											
English for New Bostonians Fiscal Year 06-07 and/or FY 07-08											